

# BUSINESS LICENSE APPLICATION

Return Application to:

**Town of Summerville / Business License Dept.**

**Attn: Pam Wike**

**200 S. Main Street**

**Summerville, South Carolina 29483**

**(843) 851-4215 Fax (843) 871-6954**

**Email Address:** [pwike@summervillesc.gov](mailto:pwike@summervillesc.gov)

**Business  
License #**

**LICENSE PERIOD: JUNE 1, 2015 – MAY 31, 2016**

         RENEWAL          NEW

<b>Business Name &amp; Mailing Address:</b>			<b>Business Type:</b>	
			<b>Class Code:</b>	
			<b>NAICS Code:</b>	
<b>Business Location or Job Location:</b>			<b>Owner's Name &amp; Address:</b>	
<b>(Circle one) FEIN# or SS #:</b>			<b>Driver's License # (Please attach a copy.)</b>	
<b>SC LLR License #:</b>			<b>Telephone #:</b>	
<b>Email Address (optional):</b>			<b>Fax #:</b>	

*Please complete all spaces on License Application where applicable.*

- [illegible]

I (WE) DO HEREBY CERTIFY THAT THE AMOUNT RETURNED AS TOTAL GROSS FROM BUSINESS OR PROFESSION AS REPORTED HEREIN IS TRUE AND CORRECT, AND THAT I (WE) HAVE MADE NO DEDUCTION FOR "DROP SHIPMENTS", "SALES TO GOVERNMENT AGENCIES", "OUT OF CITY OR COUNTY DELIVERIES", OR OTHERWISE, AND THAT I (WE) AM (ARE) FAMILIAR WITH CITY ORDINANCE PROVIDING FOR PENALTIES AND REVOCATION OF MY (OUR) LICENSE FOR MAKING FALSE OR FRAUDULENT STATEMENTS IN THIS APPLICATION.

I (WE) DO HEREBY CERTIFY THAT ALL PERSONAL PROPERTY TAXES HAVE BEEN PAID WHICH ARE DUE AND PAYABLE TO THE TOWN OF SUMMERVILLE AS OF THIS DATE AND THAT THIS BUSINESS NAME IS REPORTED ON MY SOUTH CAROLINA INCOME TAX RETURN.

### HIRING OF ILLEGAL ALIENS:

IT IS UNLAWFUL FOR ANY BUSINESS ENTITY TO RECRUIT, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY, OR TO PERMIT, DISPATCH OR INSTRUCT ANY PERSON WHO IS AN UNATURHOZIED ALIEN TO PERFORM WORK IN WHOLE OR IN PART WITHIN THE TOWN. I (WE) DO HEREBY CERTIFY, UNDER PENALTIES OF PERJURY, THAT I (WE) AM (ARE) AWARE OF THE TOWN OF SUMMERVILLE ORDINANCE WHICH PROHIBITS THE HIRING OF ILLEGAL ALIENS AND UNDERSTAND THAT I (WE) AM (ARE) SUBJECT TO THE TERMS AND PENTALTIES ASSOCIATED WITH THAT ORDINANCE.

Signature and Title

Date \_\_\_\_\_

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Print Name \_\_\_\_\_

*In order to insure proper credit to your account, you must **return this application with your license fee.**  
Please verify all information listed and make necessary corrections where needed.*

## Business License Information

Every person engaged or intending to engage in any calling, business, occupation or profession listed in the rate classification index portion of this article, in whole or in part, within the limits of the Town of Summerville, South Carolina, is required to pay an annual license and obtain a business license as herein provided.

The fee you will pay is based on your class code. Your business type determines your NAICS code, which indicates which Class Code you are in for the business license. You can find a list of NAICS codes on their website, <https://www.census.gov/eos/www/naics/>. The information for business licenses is available on our web site, [www.SummervilleSC.gov](http://www.SummervilleSC.gov) under the Business License section. The Business License year for the Town of Summerville is June 1<sup>st</sup> to May 31<sup>st</sup>.

The first time a business license is applied for, the gross is based on the estimated gross income you anticipate in The Town of Summerville for the remaining months in our business license year.

All business licenses renew on June 1<sup>st</sup> regardless of when it was first purchased for the In-Town businesses or Out-of-Town businesses that pay license fees annually. In most cases, Out-of-Town businesses must renew their license fee each job they perform.

When licenses renew on June 1<sup>st</sup>, if you have not been in business for a full year, the gross is another estimate based on actual gross in the Town for the months you were in business the previous year.

The next year your gross is the actual total gross in the Town of Summerville based on the previous calendar year as reported on your tax return (Jan. to Dec.).

If your business had \$0 income for the previous year, you are still required to renew at least for the base fee **OR** terminate your business license.

You are responsible for letting us know if you have closed your business or moved. All business licenses are automatically rolled over and will show unpaid June 1<sup>st</sup>. A 5% penalty will be added each month for any unpaid renewals *beginning July 1<sup>st</sup>*.

If you wish to close your business license with The Town of Summerville you will need to provide us with a written request that is signed and dated in order to terminate your license.

Renewals are sent out around the middle of May. You are responsible for renewing whether or not you have received a renewal application from.

For your convenience, this application may be returned by mail or in person. Please note the rate classification printed on your Business License application. The classification rates are as follows:

In-town Rates		
Class	Income: 0-\$2,000 minimum base fee	Rate for gross receipts over \$2,000
1	\$ 30.00	\$1.10 per thousand
2	\$ 35.00	\$1.45 per thousand
3	\$ 40.00	\$1.80 per thousand
4	\$ 45.00	\$2.15 per thousand
5	\$ 50.00	\$2.50 per thousand
6	\$ 55.00	\$2.85 per thousand
7	\$ 60.00	\$3.10 per thousand
8	See individual Business in Class 8 ( <b>Contractors use Class 3 Rate</b> ).	

Out-of-Town Rates		
Class	Income: \$0 - \$2,000 Minimum base fee	Rate for gross receipts over \$2,000
1	\$ 60.00	\$2.20 per thousand
2	\$ 70.00	\$2.90 per thousand
3	\$ 80.00	\$3.60 per thousand
4	\$ 90.00	\$4.30 per thousand
5	\$100.00	\$5.00 per thousand
6	\$110.00	\$5.70 per thousand
7	\$120.00	\$6.20 per thousand
8	See individual Business in Class 8 ( <b>Contractors use Class 3 Rate</b> ).	

**Please call for Class 8 rates or for declining rates over \$1,000,000 gross receipts.**